











Learning Aid: Employee Cancels a Booked Training Course (ZPV8I)

There are two training course types that can be requested utilizing SAP: A Planned course or an Ad Hoc course. Planned training are scheduled courses available in the SAP Business Events training catalog, usually onsite and sponsored by HRO. Ad Hoc courses are not offered in the SAP Business Events training catalog (i.e. college courses, conferences & symposiums). This document has been developed to assist an employee with canceling a booked training course.

Helpful Hints:

- Cancellation can occur only once the training course has been booked.
- The cancellation request will be routed through SAP workflow to obtain approval from the employee's Supervisor.
- Select the **User menu**  icon, or the **SAP menu**  icon to switch between the menus.

Step by step instructions:

1. Enter **ZPV8I** in the Transaction Code Box and click the **Enter**  icon, or follow the menu path: **User Menu > ESS > Training > My Bookings**
2. In the listing, locate the course you would like to cancel.
3. Click **Cancel** to the right of the course name.
4. Click the **Request Cancellation** button.
5. Depending on your personal settings, a message "Enter /N. Go to SAP Inbox to Select Supervisor", may appear. If it appears, click **OK** .
6. Enter **/N** in the Transaction Code Box and click the **Enter**  icon to return to the SAP Easy Access Menu.
7. Click the **SAP Business Workplace**  icon on the Application bar.
8. Click the **Inbox**  icon.
9. Double click on the "**Please Choose Supervisor for Cancellation request of ...**" for the course you request to cancel.
10. Enter your supervisor's last name followed by the * (i.e. Smith*). Click the **Drop Down**  icon.
11. Double click the supervisors name from the list.
12. Click the **Enter**  button
13. Click the **Back**  icon to return to the SAP Easy Access menu.